

# Idaho Department of Education GED Transcript Request Form

An applicant will be issued one official transcript from the testing site upon successfully completing the GED requirements. An applicant may receive additional official GED transcripts from the State Department of Education by submitting a completed request form (copy attached) and the appropriate fee.

Additional transcripts are available through the State Department of Education to be sent to a specific institution, employer, other organization, or an Official GED Testing Center. It is important to note that GED test scores earned by GED applicants **are confidential**.

To help preserve confidentiality, official transcripts will be issued **only** upon receipt of a completed and signed request forms with appropriate payment. To respond to urgent requests, however, **unofficial** transcripts may be faxed if accompanied by a request for an official transcript.

**Transcript Fee** - \$5.00 for each official transcript requested

**NOTE:** When payment is made by check, allow three weeks for processing official transcripts. Money orders will allow processing of official transcripts within a week.

## INSTRUCTIONS

The GED completed request form must include the following documentation:

1. Applicant's full name (and the name(s) under which the candidate tested).
2. Applicant's date of birth.
3. Date and location of the applicant's testing.
4. Applicant's Social Security Number or Social Insurance Number or other identification number.
5. Applicant's signature.
6. Name and address of the organization to which the report is to be sent.

**Military Waiver:** To qualify for a military fee waiver, active service personnel **must** submit a copy of Form D-295, and veterans **must** submit a copy of Form DD-214.

Send completed and signed application and fee to:

**Idaho Department of Education  
Adult Education/GED Administration  
PO Box 83720  
Boise, ID 83720-0027  
Fax: 208-334-6205  
Phone: (208) 332-6928**

With written permission from the person who took the GED tests, the official GED transcript **will be** sent directly to the institution(s), employer(s) or other Official GED Testing Center(s) specified in the written request. Without written permission, official GED transcripts will be sent **only** to the GED test taker.

Written requests for GED unofficial transcripts via a fax machine must include the following statement:

"I request verification be sent by fax machine. I am aware that the transmission of information may not be secure and that the scores will be considered unofficial."

For additional copies of this form, go to [www.sde.state.id.us/certification/AdultEd.asp](http://www.sde.state.id.us/certification/AdultEd.asp)

**(OVER FOR REQUEST FORM)**

# Idaho Department of Education GED Transcript Request Form

**DIRECTIONS:** Please Print. Complete all items below to assist in completing your request.

Full Name: \_\_\_\_\_  
Last First Initial

Legal Name at time of testing: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_

Phone Number is helpful for questions we may have regarding your request.

At which site did you test? \_\_\_\_\_ What year tested? \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

☐ Official GED Transcript \$5.00 (per address requested)

**NOTE:** When payment is made by check, allow three weeks for processing official transcripts.  
Money orders will allow processing of official transcripts within a week.

Complete mailing address where documents are to be sent:

NAME	Fax #
Address:	
City:	State: Zip:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In some circumstances to expedite transmission of information and upon receipt of a written request and the appropriate payment, a document verifying GED scores may be sent to a specific institution, employer, other organization, or another Official GED Testing Center via fax machine. However, *transcripts are unofficial when transmitted by fax machine*. If requested verification is to be sent via fax machine, the applicant **MUST** include the following signed and dated statement:

"I request verification be sent by fax machine. I am aware that the transmission of information may not be secure and that the scores will be considered unofficial."

Signature

Date

DO NOT WRITE BELOW THIS LINE

Date Received: \_\_\_\_\_

**OFFICE USE ONLY**

Date Processed: \_\_\_\_\_

☐ Cash ☐ Personal Check ☐ Money Order ☐ Cashier's Check

Amount Received \$ \_\_\_\_\_ Received By: \_\_\_\_\_